

Writing

Standard: The adult learner uses written language to communicate in a variety of situations.

Pre-Literacy (Beginning ABE Literacy).....	2
ABE I (Beginning Basic Education).....	2
ABE II (Low Intermediate Basic Education).....	3
ABE III (High Intermediate Basic Education.....	4
ASE I/GED (Low Adult Secondary Education)...	5
ASE II (High Adult Secondary Education).....	6

Standard: The adult learner uses written language to communicate in a variety of situations.

Pre-Literacy

Indicator A: Applies correct spelling, punctuation, capitalization, grammar and usage rules to complete a variety of writing tasks

1. Writes (print and cursive) upper-and lower-case letters of the alphabet
2. Write and spells familiar words
3. Capitalizes the first word in a sentence and people's name

Indicator B: Applies the writing process to complete a variety of writing tasks

1. Completes name, address, phone number, date, and social security number on simple forms
2. Writes lists organized with a clear purpose

ABE I

Indicator A: Applies correct spelling, punctuation, capitalization, grammar and usage rules to complete a variety of writing tasks

1. Spells words commonly used at this level
2. Punctuates sentence endings
3. Identifies and exhibits correct use pronouns
4. Exhibits correct usage of apostrophes in contractions
5. Identifies subject and predicate in very simple sentences
6. Exhibits correct usage of periods and questions marks as ending punctuation
7. Identifies adjectives in simple sentences
8. Capitalizes proper nouns and beginning of sentences

Indicator B: Applies the writing process to complete a variety of writing tasks

1. Writes a well-organized and easy-to-follow series of at least five directions on how to accomplish a task
2. Completes the essential information on a simple job application

ABE II

Indicator A: Applies correct spelling, punctuation, capitalization, grammar and usage rules to complete a variety of writing tasks

1. Spells words commonly used at this level
2. Uses resources to find out how to spell unfamiliar words
3. Uses period to punctuate abbreviation
4. Uses commas to punctuate words in a series, dates, compound sentences
5. Uses apostrophes to show possessives and contractions
6. Uses capitalization in titles, the first word in a direct quote, names of organizations, titles and specific school subjects most of the time
7. Applies standard grammar and usage to subject/verb agreement, simple past, present, and future continuous verb tense
8. Spells plural nouns
9. Uses common comparative and superlative adjectives
10. Uses common comparative and superlative adverbs
11. Uses demonstrative and possessive pronouns
12. Avoids sentence fragments and run-on sentences

Indicator B: Applies the writing process to complete a variety of writing tasks

1. Applies pre-writing tools to generate topics and/or planned writing tasks (e.g., brainstorming, clustering, outlining, listing, webbing)
2. Revises the first draft identifying and correcting spelling, punctuation, capitalization, sentence fragments, run-on sentences, and grammar and usage mistakes
3. Writes a paragraph of approximately 75 words on a topic of own choosing, including a topic sentence followed by details to support the main idea
4. Writes a dialogue of at least ten sentences that uses descriptive words and phrases to develop ideas and advance characters
5. Writes a report of at least 50 words that summarizes a research project and includes a chart, table or graph
6. Completes a job application

ABE III

Indicator A: Applies correct spelling, punctuation, capitalization, grammar and usage rules to complete a variety of writing tasks

1. Spells words commonly used at this level
2. Punctuates using commas and quotation marks
3. Applies rule of capitalization in quotes and letters
4. Applies standard usage to common homonyms
5. Identifies and uses basic parts of speech: verbs, nouns, pronouns, adjectives, adverbs, conjunctions, prepositions, and interjections
6. identifies and uses modifiers most of the time

Indicator B: Applies the writing process to complete a variety of writing tasks

1. Writes a three-paragraph descriptive narrative (approximately 100 words on a topic of choice), using simple and compound sentences that develop a story line in a clear sequence; uses figurative language or descriptive words and phrases
2. Writes a three-paragraph expository essay (approximately 100 words) on a given topic using simple and compound sentences that states a thesis and includes an introductory paragraph, developmental paragraph, and concluding paragraph with appropriate facts, details, examples and descriptions
3. Writes an appropriate friendly letter of at least 50 words that uses a heading, salutation, and closing, expresses ideas that are clear and directly related to the topic, and are appropriate to the specific audience

ASE I/GED

Indicator A: Applies correct spelling, punctuation, capitalization, grammar and usage rules to complete a variety of writing tasks

1. Spells common words used at this level
2. Demonstrates use of a thesaurus
3. Punctuates using comas, colons and semicolons
4. Applies rules of capitalization
5. Applies standard grammar and usage to:
 - a. Combine simple sentences into compound and complex sentences
 - b. Construct conditional clauses
 - c. Avoid problems with subject-verb agreement
 - d. Avoid dangling modifiers

Indicator B: Applies the writing process to complete a variety of writing tasks

1. Writes a persuasive essay of at least 200 words that contains effective introductory and summary statements with evidence of a point of view and argues effectively with full-developed ideas of proof or example
2. Write an expository essay of at least 200 words that clearly states and develops a thesis with supporting details from a variety of credible sources, using strategies such as cause and effect or comparison and contrast
3. Writes a personal narrative of at least 200 words that develops a story line in meaningful sequence, describes events and characters to convey a theme or tone, and includes descriptive details and concrete language

ASE II

Indicator A: Applies correct spelling, punctuation, capitalization, grammar and usage rules to complete a variety of writing tasks

1. Spells words commonly used at this level
2. Creates possessive forms of nouns or pronouns with gerunds
3. Applies standard grammar and usage to:
 - a. Parallel structure
 - b. Modifiers
 - c. Compound verbs and past participles
4. Applies rules of capitalization
5. Demonstrates use of all punctuation marks
6. Identifies and uses conjunctive adverbs
7. Uses a thesaurus

Indicator B: Applies the writing process to complete a variety of writing tasks

1. Completes a research project using reference materials and research technique to craft a written report of at least 200 words that:
 - a. Paraphrases information from given resources
 - b. Develops a thesis and a clear point of view
 - c. Uses personal interpretation, analysis, evaluation, or reflection as evidence of comprehensive understanding of the subject
 - d. Records relevant statistical information in graph or table form
 - e. Contains credible supporting information (facts, details, and examples) from a variety of cited sources
2. Completes a resume including current personal information, education, job-related skills, work experience, personal interests and at least three references
3. Writes a business letter of at least 100 words using heading, salutation and closing and establishes a clear purpose and organizational pattern for a specific audience